



City of Milpitas

We invite applications for the position of:

Summer Internship City Manager's Administrative Intern

Compensation:	Unpaid
Post Date:	March 7, 2016
Close Date:	March 25, 2016 at 5:00 p.m.
Location:	<u>City Hall, City Manager's Office</u>

Why Milpitas?

As an integral part of the high tech Silicon Valley, Milpitas is a dynamic community located at the southern tip of the San Francisco Bay. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

The Intern position within the City organization provides support level administrative, research, and analytical assistance, while granting the opportunity to learn about local government. Interns will receive direction and guidance from a supervisor who is part of the management staff. Interns will have the opportunity to gain insight into public service. The two opportunities are:

City Manager's Office: The ideal candidate must be interested in a career in local government. The Administrative Intern supports the City Manager's Office on a variety of multifaceted projects. You will be working in an office environment and have the opportunity to interact with interdepartmental staff.

Economic Development - Community Development: The ideal candidate will possess a background in business development. Candidate will be required to conduct research and perform data entry duties while working in an office environment and interacting with Economic Development Manager.

The duration and hours of this internship will vary depending on the assigned department.



City of Milpitas

We invite applications for the position of: Summer Internship City Manager's Administrative Intern

Selection Process

Students whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

General Information

This position is a non-benefited, part-time opportunity, with a flexible schedule. Prior to assuming the role of Intern, candidates will be required to successfully complete a pre-employment process, including a criminal history questionnaire and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.